

**UNAPPROVED MINUTES
CITY OF MILPITAS
PARKS, RECREATION AND CULTURAL RESOURCES COMMISSION**

Minutes: Regular Meeting of the Parks, Recreation and Cultural Resources Commission
Date of Meeting: March 1, 2004
Place of Meeting: Milpitas City Hall Committee Room, 455 E. Calaveras Blvd.

I. Call to Order Chairperson Munzel called the meeting to order at 7:00 PM

II. Flag Salute The Chair led the Commission in the Pledge of Allegiance

III. Roll Commissioners Present: Gill, Gray (7:08), Krommenhock, Ku, Leonard, MacKenzie, McGuire, and Munzel

Commissioners Absent: Commissioner Tuason

City Staff Present: Blair King, Assistant City Manager; Bonnie Greiner, Recreation Services Manager; Jennifer Tagalog, Recording Secretary;

City Council Liaison Present: Council Member Polanski

IV. Alternates Alternate Leonard was seated.

V. Agenda MOTION to approve the agenda for March 1, 2004, with the following change:
“ Move New Business item #3 to Old Business item #1.
M/S: McGuire, Gill
Ayes: (7) Gill, Krommenhock, Ku, Leonard, MacKenzie, McGuire and Munzel
Absent: (1) Tuason

VI. Minutes MOTION to approve the minutes from the February 2, 2004, meeting with the following change, “Remove Commissioner MacKenzie from present Commissioners.”
M/S: Gill, Krommenhock
All Ayes
Absent: (1) Tuason

VII. Citizen’s Forum None.

VIII. Announcements/Correspondence

Chairperson Munzel announced that Commissioner Ku was appointed to the Parks, Recreation and Cultural Resources Commission and Alternate Leonard was appointed to the alternate #1 position. In addition, Alternate Kathryn Gray was appointed to alternate #2 position.

IX. Old Business

1. Park Development and Maintenance Priorities (Blair King, Assistant City Manager)

Information regarding park development and maintenance such as General Plan Information, Park Fund Balance, City of Milpitas Parks and Recreation Facility Needs Study (completed in 1992) and an assessment of Park conditions were distributed at the meeting. Blair King, Assistant City Manager, gave an extensive overview of the City budget restraints and increasing personnel costs

due to health care and retirement in relation to the amount of available funding for park maintenance and expansion.

He indicated that the Craig Wisneski and Garry Mahan, Maintenance Supervisors, created a Park Evaluation to identify the condition of the following items at park sites (turf, landscaping, irrigation, drainage, play areas, lighting, pathways, picnic areas, athletic fields, athletic courts) in an attempt to inform the Commission of the status of existing parks with irrigation and pathways being rated as the highest areas needing to be addressed. The report also included information about the rentals, rental potential and usage at these outdoor facilities.

Assistant City Manager, King indicated there is 2 million dollars designated for the ongoing Maintenance of the 21 parks in Milpitas. He said the amount of parks in Milpitas have increased over the years without any increases in the budget. In addition this budget has to absorb any unexpected maintenance issues. He also reported there is approximately 5.5 million dollars (undesignated monies) to spend on park maintenance and expansion. He said the difficulty in determining where to spend the monies is that there is no structure currently in place on how to categorize and prioritize park development and renovation projects.

He suggested the Commission consider creating a Facility and Parks Master Plan to identify the needs and an action plan for implementation with addressing funding sources.

Assistant City Manager, King reported that staff has taken advantage of Park Bond funds and provided improvements to athletic fields, Selwyn and Augustine Park. He explained that staff has to be very careful when using Park Bond Funds to ensure the funds are being used appropriately. Unfortunately, most of the funds are not available for ongoing maintenance issues.

Alternate Leonard questioned if the public could volunteer to assist with the renovation and upkeep of local neighborhood parks. Council member Polanski provided an overview of the existing Neighborhood Beautification and Adopt-A-Spot programs in place for volunteers to assist with Parks. Assistant City Manager, King indicated that most of the Capital Improvement Projects would require assistance from engineers and contractors.

Commissioner Gill asked if there was a formula to use for parks. Assistant City Manager, King indicated according to the zoning code there is a 1-acre of parkland requirement per 3,000 people.

Commissioner MacKenzie explained that with the personnel costs consistently increasing due to health care costs and retirement, he suggested looking at other revenue sources and ways to generate new monies for funding.

Commissioner Krommenhock felt that irrigation needed to be a priority especially changing irrigation to recycled water even though it may require up front costs, in the long run the City would benefit from water savings and rebates from the City of San Jose. Chairperson Munzel explained that replacing irrigation could be very expensive and take up the majority of funding not allowing for other improvements.

Commissioner MacKenzie said the Milpitas Unified School District continues to expand classrooms and felt the City should create a working agreement to use these facilities when they are not being used.

Assistant City Manager, King, indicated that one of the options would be to put more money towards school facilities/fields for more joint facility use agreements.

Commissioner Krommenhock indicated that the Milpitas Unified School District is strapped for money and they tend to not maintain their facilities.

Assistant City Manager, King indicated that currently there are several joint use agreements with the School District such as the Tennis Courts at Milpitas High School and Cricket Field. With regards to the Milpitas High Tennis Courts, the Milpitas Unified School District has agreed to pay 50% of repair and maintenance costs, however, the funding just isn't there.

Commissioner McGuire suggested sharing maintenance duties with the School District such as mowing with parks near schools. Council member Polanski indicated that there are some union issues with regards to taking work away from them.

The Commission expressed concerns about large shrubs and lack of lighting at Starlight Park. Assistant City Manager, King, explained he would discuss this item with Craig Wisneski, Parks Maintenance Supervisor.

Assistant City Manager, King felt it would be most helpful if a Parks and Facilities Master Plan were created to set a basis for setting priorities and addressing funding options.

Alternate Gray indicated she appreciated hearing the information from Blair King, Assistant City Manager, with regards to where the funding comes from and the potential items to add to a Master Plan.

Note receipt and file.

2. Commission Work Plan for 2004 (Bonnie Greiner, Recreation Services Manager)

At the February 2, 2004, Parks, Recreation and Cultural Resources Commission meeting, the Commission discussed possible revisions for the 2004 PRCRC Work Plan. Commissioners were requested to come back to the March meeting with additional ideas and suggestions. Included in the packet for Commission review was a copy of the draft of the 2004 Work Plan.

Commissioner Krommenhock explained that she would be attending the California Parks and Recreation Society conference. She felt all cities were facing financial difficulties and that she would return with any ideas and feedback she receives from the conference which may assist in creating additional funding for ongoing Parks Maintenance and expansion.

Commissioner Gill felt the 5.5 million dollars should go towards items that may affect safety of the public such as walkways and lighting.

Commissioner Ku felt the Commission should prioritize the items on the Park Evaluation.

Commissioner Gill suggested using gravels vs. asphalt on pathways to cut down on costs. Bonnie Greiner, Recreation Services Manager, indicated that Public Works would have to evaluate the feasibility of gravel vs. asphalt to determine if it would save money in the long run.

The Commission found it difficult to determine what the greatest facility use and needs since 5.5 million dollars does not go very far.

Council member Polanski suggested the possibility of park funding thru assessments for new districts.

Commissioner Krommenhock felt the Commission should explore methods of financing Park Maintenance and expansion.

Commissioner McGuire suggested calling other cities or counties or linking up with other Commissioners to find out how they fund park maintenance and expansion.

Commissioner Ku inquired on the name of the mini-park on Main Street.

Bonnie Greiner indicated she would contact Public Works to find out the name of the park.

The Commission decided to add the following items to their Work Plan:

- 1) Create Parks & Facility Master Plan (short-term goals);
- 2) Parks and Facility Master Plan Implementation & Completion (long-term goals)
- 3) Prioritize Maintenance & Expansion (ongoing tasks)

Commissioner MacKenzie felt that the Master Plan should survey or assess the means in which we are delivering services to Teens and if they are knowledgeable on the existing services provided.

Chairperson Munzel indicated they could work closely with the Youth Advisory Commission on this type of item.

Chairperson Munzel expressed the importance of working on the paperwork to add the DeVries property to the National Historical Registry. He provided an extensive overview of the property and status of the sub-committee. He explained that once the facility is added a designated Cultural Resources site on the National Register, additional funding opportunities would become available. It was also noted that potential revenue for using this facility as meeting space should be evaluated.

Alternate Gray volunteered to assist with the DeVries sub-committee.

Bonnie Greiner, Recreation Services Manager, reported that staff would make the necessary additions, and changes and agendaize for the April 5, 2004, PRCRC meeting for final review prior to City Council consideration.

X. New Business

1. Community Garden and Alviso Adobe Tour – Date and Time Selection (Bonnie Greiner, Recreation Services Manager)

Previously the Parks, Recreation and Cultural Resources Commission voted as part of their work plan to have a tour of the Community Garden and Alviso Adobe in place of the June 7, 2004, PRCRC meeting. The Commission was requested to select a date and time for the Tour. A representative from Parks will be scheduled to attend the Tour and answer any questions the Commission may have. Recreation staff will provide a Van Driver/Van to escort the Commissioners on the Tour.

The Commission scheduled the Community Garden and Alviso Adobe Tour on Saturday, June 5, 2004, from 9 a.m. to 12 p.m. They requested to meet at the Community Center and start with a short meeting and then adjourn to the tour.

2. Youth Sports Assistance Fund Budget Changes (Bonnie Greiner, Recreation Services Manager)

Over the past few years' monies have remained unused in the Youth Sports Assistance Fund Grant budget. At the request of the PRCRC Commission to increase funds in the Child Care Grant funding, staff will perform a budget re-allocation at fiscal year 2004-2005 budget hearing to provide both grants with \$8,000.00 each without impacting the fiscal year budget total.

The Commission was very receptive to this idea.

Note receipt and file.

XI. Staff Reports

Bonnie Greiner, Recreation Services Manager, provided an update on the following items:

- She distributed samples of the Youth Sports Assistance Grant Fund patches which will be distributed to all applicants who receive funding approval from the City Council.
- The Youth Advisory Commission held a very successful break dancing event with over 400 in attendance. Individuals as far as Sacramento came to attend this event.
- The Senior Center Modulars Grand Opening was very successful with over 350 in attendance. She encouraged Commissioners to stop by the facility to check them out if they hadn't already done so. The Seniors are very pleased with them.

XII. Liaison Reports

1. City Council

Council member Polanski reported on the following City Council items:

- She complimented staff on the Senior Center Annex as they were completed on time and within budget. She indicated the rooms are very big and airy. She was stunned by the attendance at the opening and was very pleased the public was satisfied with the end result.
- She reported that Thomas Shanks, the consultant working on the ethics committee met with a variety of individuals for over two hours to get

feedback and ideas to assist in developing a survey on the ethics program for the City.

- City Council recently reviewed a very detailed plan for the new library. The City will be going to bid to find an architect to work on this project.
- City Council will also be reviewing another MOU agreement for an additional Sister City relationship with Japan.
- Working with Comcast on creating a resolution to the Comcast Franchise agreement to ensure they are following thru on their end with outstanding issues.
- She was very pleased with the progress and ongoing communication with BFI with regards to the Odor Problems in Milpitas. They are continuing to meet and be pro-active in addressing the issues with all parties involved.

2. Community Advisory Commission (CAC)

Chairperson Munzel reported the CAC is currently working on the ethics for City of Milpitas.

Commissioner Ku volunteered be the liaison to the Community Advisory Commission.

3. Senior Advisory Commission (SAC)

Commissioner Gill reported the Senior Center had its grand opening festivities.

Chairperson Munzel questioned if the ping-pong and pool tables would be brought to the facility. Bonnie Greiner, Recreation Services Manager, explained that upon renovation of the Sal Cracolice facility the pool table would be located in the main facility. The ping-pong tables are currently being used Monday and Tuesday from 9a.m. - 11:30 a.m.

4. Planning Commission

None.

5. Youth Advisory Commission (YAC)

Chairperson Munzel reported the “Rock The Beat” event was very successful and that the Commission actually made some money on the event.

6. Milpitas Historical Society

Commissioner Munzel attended the recent Milpitas Historical Society installation which was very well attended at Hungry Hunter. Bob Burrell was voted at Vice-President.

Chairperson Munzel reported that Bob Burrell was also working on a Travel book on Milpitas and suggested that he be invited to an upcoming meeting to give a brief presentation on the book when completed. He believed the deadline was at the end of the month.

7. Arts Commission

Commissioner Krommenhock felt that some items from the Arts Commission and PRCRC overlap (i.e. Performing Arts Center, Art in Your Park) and that joint meetings should be held to discuss issues such as these. Chairperson Munzel felt that some of the items were brought to the PRCRC Commission as an after thought and that these two Commissions should work more closely on these types of items.

It was also noted that several Commissioners did not receive the Phantom Art Gallery Opening Invitation. Bonnie Greiner, Recreation Services Manager, will double check with staff to ensure that invitations are sent on these types of events to Commissioners.

8. Alviso Adobe Sub-committee (Commissioner Gill, McGuire, Munzel)

None.

XIII. Future Agenda Items

April – 50th Anniversary Historical Video; PRCRC 2004 Work Plan;

XIV. Adjournment

There being no further business, the Chair adjourned the meeting at 8:50 PM to the next scheduled meeting on April 5, 2004.